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(FBIS 602)

January 5, 1944


ADMINISTRATIVE MEMORANDUM NO. 26

TO ALL DIVISION AND SECTION CHIEFS:

A thorough review of our budget allocations in relation to actual expenditures and the commitments we have entered into with relation to London, Hawaii, Romaji translations, etc., indicates that we are within our totals but, in many cases, have not much if any leeway from now on until the end of the year. This makes it necessary to tighten UP the procedure for authorizing any additional expenditure within the present fiscal year. Any proposal for additional expenditures before it is matured should be presented to Mr. Shepherd, and normally he will present it to me, for advance approval.

This has been our regular practice but it has been loosely observed during the first half of the fiscal year. We now need to be very sure that we do not engage in any obligations that would incur a deficit.

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Robert D. Leigh
Director